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22 October 1959

CORNERSTONE CEREMONY

<u>TASKS</u>	<u>RESPONSIBILITIES</u>	<u>STATUS</u>
1. Invitations	Office of General Counsel Office of Logistics	Invitations to VIP's have been printed by GPO, approved by the DCI, and turned over to OGC. 1019 invitations were mailed on 21 October. <i>OK</i>  An Agency Notice to employees has been approved by the DD/S for immediate distribution. Map of approaches attached. <i>To morrow afternoon</i> <i>L?</i>
2. Tickets of Admission	Office of General Counsel Office of Logistics	Have been printed and turned over to OGC for mailing with invitations. <i>OK</i>
3. Parking Tickets	Office of General Counsel Office of Logistics	Have been printed and turned over to OGC for mailing with invitations. Blue tickets for most important guests. Red tickets for others. Agency supergrades will receive red tickets with their invitations. Each deputy - so many? <i>split 3 ways</i> <i>OK</i>
4. Programs	DCI Office of General Counsel Office of Logistics	Have been approved and sent for printing. No plans as to how they will be distributed. <i>OK</i>
5. Name Cards for Chairs of Special Guests	Office of General Counsel Office of Logistics	List of special guests will be turned over to OL for printing of cards. No plans as to exactly where guests will sit, or who will place cards on chairs. Plan must be worked out a la protocol. <i>STATINTL</i>
6. Signs for Section Separators	Office of General Counsel Office of Logistics	Seating will probably be by sections, i.e., U. S. Senate, Supreme Court, etc. OGC to give sign requirements to OL for printing. Must develop seating plan and determine who will place signs and where.

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*Dep's [redacted] [redacted] up  
at front 25*

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✓ 7. Ribbons	Office of General Counsel Office of Logistics	OGC will submit requirements for hostess ribbons, etc., to OL for procurement. Three types of ribbons will be required: "USHER", "COMMITTEE" and a third ribbon for contractor personnel and Agency assistants, e.g., messengers, technicians, etc. Colors of ribbons to be determined. Arm Bands with safety pins for press. <i>Wed. Afternoon</i>
✓ 8. Silver Trowels	Office of Logistics	Six trowels have been procured and are being silver plated. <i>STATINTL</i> Must decide if they will be engraved, where they will be placed, and to whom they will be given as souvenirs. <i>Back ? Thurs.</i>
✓ 9. Furnishings and Equipment (Chairs, rugs, public address system, etc.)	Office of Logistics	OL is making arrangements with the National Park Service to have all equipment furnished, except rugs and upholstered chairs. These two items will be furnished by OL/SD. Also, arrangements must be made for the President's lectern. (Grogan)
✓ 10. Speaker's Platform	Office of DCI Office of General Counsel Office of Logistics	Will be constructed by the contractor. We must determine: Who will sit there. Seating arrangement. Bunting and flags. Design approved National Park Service. Decorated.
✓ 11. Cornerstone	Office of Logistics	Will be set up and put in place by the contractor. Will be lowered under the direction of the Administrator, GSA. He has been notified. Masons to hold the mortar and wipe the trowel must be designated and instructed.

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*Secret Service*  
*Lectern*  
*Doug*  
*Nat. Park Service*  
*Chair*  
*Rugs*  
*Table 18x24*  
*Trowels*  
*Mason mark*  
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✓ 12. Cornerstone Box	Mr. Pforzheimer	Metal box will be placed in cornerstone crypt by the DCI, but will be removed later when exact contents have been determined. FPS designee will be responsible for carrying box, trowels, table cloth to site.
✓ 13. Band	Office of Logistics	The USAF Band will participate. All arrangements have been made and the conductor has been taken to the site and has approved the layout. Fifty band members will participate. Will play 30 minutes before ceremony and 15 minutes after. Band will arrive at 10:30. Have their own bus. [REDACTED] will direct.
✓ 14. Reception Committee	Office of General Counsel <i>John 10:30 a.m. Ribbon etc.</i>	Approximately 3 men and 60 women will be selected and briefed by Larry, OGC. A dry run should be conducted Nov. 2 (3 green hornets). Mr. Houston has been designated Chairman of the Reception Committee. 9:30 a.m. pickup - Transportation - [REDACTED] What time, where. STATINTL
✓ 15. Transportation Plan	Office of Logistics <i>#6 on Cars</i>	A detailed plan has been worked out by OL/TD for on-site transportation. Arrangements for signs, control points, etc., are underway.
✓ 16. TV, Press, Radio & Clearance with White House	Office of DD/S	Arrangements will be made by Col. Grogan for approval of ceremonial plan with Mr. Hagerty including placement of press, radio and TV. Platform in front of speaker's stand for photographers?

STATINTL

*Sound Speaker system*

<u>TASKS</u>	<u>RESPONSIBILITIES</u>	<u>STATUS</u>
✓ 17. Chaplain	Office of DD/S Office of Logistics	Chaplain Harris of the U. S. Senate will render the Invocation and Benediction. He has been notified. OL will provide him transportation and escort to and from the site, if desired.
✓ 18. Detailed Procedure of Program	Master of Ceremonies	Master of Ceremonies must have detailed list of guests who will sit on the platform so he can meet them at the east entrance and escort them to their seats. When RSVP's have been received, OGC will contact State for protocol as to seating, reception, etc.
✓ 19. Preparation of Site	Office of Logistics	Will be done by contractor.
20. Master of Ceremonies	DD/S	To be designated.
X 21. Space Arrangements	Office of Logistics	If the majority of Agency personnel attend along with a large group of the general public, our space allocations may be seriously inadequate. This situation must be carefully examined.
✓ 22. Security and Police	Office of Security	Implementation of traffic plan. Briefing Arlington County Police. Secret Service coordination.
✓ 23. Candid Photographer <i>motion picture</i>	Office of Logistics	<div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> OL. <i>Training</i>

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